



HOUSING ADVISORY COMMITTEE

Housing Advisory Committee Meeting Session 3 – Monday, January 27, 2025

Location: Teams

MEETING MINUTES

- I. **Land Acknowledgement, Keeley Moloney.**
- II. **Approval of session two minutes from November 27th, 2024, Julia Bedding:**
 - a. The minutes were reviewed and approved.
 - b. Julia will post the approved minutes to the HAC website.
- III. **Off-Campus/Community Housing Services, Nicole Sullivan:**
 - a. Nicole, Student Housing's Community Housing Coordinator, provided an overview of Trent's current off-campus housing landscape.
 - b. Over the past year, higher vacancy rates across rental markets in both Peterborough and Durham have provided students with more options for housing. Despite these vacancies, pricing appears to be staying consistent with what we saw last year.
 - c. Places4Students is a listing website for landlords and students. Landlords pay to post their listings on this website (students may post for free), all postings are geared to student tenants.
 - d. We partnered with SpacesShared as a pilot project last year. This is a service that provides a more unique housing opportunity for students in that they actually live in the rental unit with the homeowner. We currently have over 130 students signed up, and 6 hosts with a vacant room in their home. Affordability has been a challenge with this program, but we are interested in signing on for another year to further explore this for our students.
 - e. Both myself and the Community Housing Associate, (located in Durham) Nick Martino continue to work with students to support them in finding housing off campus. We are involved in several programs to support this:
 - Hosting in-person and virtual information sessions,
 - Providing individuals and groups of students with one-on-one support,

- Nick held a virtual education session with the Durham Community Legal Centre (DCLC) last semester that focused on rights on responsibilities of a tenant. He has another session scheduled in March,
 - We hosted a local landlord as well as the DCLC for an event in celebration of National Housing Day in November. We were glad to have over 100 students attend to learn more about renting near campus.
- f. Another resource for students is the Emergency Housing Fund, the application for this can be accessed on myTrent. This offers funding in the amounts of \$27,500.00 in Peterborough, and \$19,000.00 in Durham. We commonly see applications for support from the fund from students that are facing rent increases, unsafe housing, and a lack of employment.
- g. Upper Year and Graduate Suites (located at the Water Street Annex apartments) are our spacious, townhome-style apartments that are designed for 4-6 students. These suites are available at \$1,010 per month and allow students to stay connected to the Trent community while enjoying greater flexibility and independence compared to our traditional residence offerings. The upper year contract gives folks the choice to stay in-suite from August 2025 to July 2026. Dining plans are optional, and winter break is included. Applications for the suite opened on January 16th.

IV. Application Fee Revision, Jillienne Simone-Burns (slides attached):

- a. Jill led the group through the proposed application fee revision of a \$25.00 increase (from \$50.00 to \$75.00). It has been at least 10 years since this fee was last increased at Trent.
- b. Jill reviewed the fees of 6 comparator institutions with the group. Many institutions have a harmonized application and deposit fee, and this is something that Trent can look at moving to in the future to better align our practice with competitors. This can help students understand and navigate the residence application process more easily.
- c. The additional fees collected will go towards the Student Housing budget. Our goal is to be as fiscally responsible as possible while maintaining and improving our services and residence spaces.
- d. Madison Michell motioned to approve the fee.
 - i. Maddison Winkworth seconded to approve the fee.
 - ii. The fee was approved.

V. Budget Consultation, Jillienne Simone-Burns for Jen Coulter (slides attached):

- a. This year, the university's enrolment was down. This impacts each department's budget across the university. Student Housing is an ancillary service, this is a cost recovery budget. Everything we charge for goes towards the operation of what we provide for students living in residence. A certain percentage is invested back into the university's operating budget to cover other expenses. The university has mandated that our

contribution to the operating budget increases, while navigating a 12% decline in enrolment.

- b. We want to focus on how we can increase our revenue while housing less students.

There are a few main principles guiding our budget strategy:

- i. Keeping to a net zero to be able to contribute to the reserve budget at the end of the year,
 - ii. Ensuring we offer residence fees that are competitive and affordable,
 - iii. Making intentional improvements to our services and spaces based on feedback we receive from our students,
 - iv. Maintaining our current service level.
- c. We are projecting that we will bring in \$18,517,930.00 via residence fees, applications, and a few smaller investments. Our expenses are projected to be \$17,931,608.00, which would hopefully leave us with \$586,322.00 for our reserve fund.
- d. As part of our budget reduction strategies, we are pausing our Living Learning Community program (savings of \$20,000.00), reducing a variety of other operational expenses (savings of \$465,000.00), reducing projects (savings of \$16,000.00), and ending our lease of the Traill Annex early (savings of \$343,000.00).
- e. If we look at our current reserve, the opening balance sits at \$1,616,815.00. We will use \$1,503,000.00 over the year and end with a balance of \$700,138.00 in April 2026.
- f. The above amount will be invested in the following projects:
 - i. ResNet Rewire & AP Upgrades
 - ii. Curtain Walls & Windows (continued from previous year)
 - iii. Sanitary & Storm Piping
 - iv. Consultation, design, and architecture.
- g. Jill reviewed the new fee breakdown for a sample room in the Gzowski residence and provided an overview of the traditional style room fee structure for 2025-26.
- h. Madison Michell motioned to approve the budget.
 - i. Maddison Winkworth seconded to approve the budget.
 - ii. The budget was approved.

Residence Application Fee Revision

January 27, 2025



Trent's Residence Application Fees

Current Fees

- \$50.00 non-refundable application fee
- \$500.00 deposit, which can be applied to residence fees unless a student cancels

Proposed Fees

- **\$75.00** non-refundable application fee (*\$25 increase*)
- \$500.00 deposit, which can be applied to residence fees unless a student cancels

Comparator Schools

School	Application Fee
Brock University	\$600.00 (*includes deposit)
Carleton University	\$50.00
Toronto Metropolitan University (TMU)	\$50.00
University of Guelph	\$750.00 (*includes deposit)
Wilfred Laurier University	\$600.00 (*includes deposit, fully non-refundable)
York University	\$250.00 (**\$100.00 is non-refundable)

Increase Rationale

- The \$25.00 increase to the non-refundable application fee puts us slightly closer to other schools.
- Provides an opportunity in the future to look at harmonizing the application fee and deposit (similar to most of our competitors).
- Trent's residence application fee has remained at \$50.00 for at least the past 15 years.
 - Additional fee collection is put towards Student Housing's budget.



Thank you! Questions?

Call for motion to approve new application fee?



Budget Presentation

Housing Advisory Committee & CASSC
2025-26 Student Housing Budget

Fiscal Environment

- Ancillary and cost recovery budget
- Requirement to increase revenue/contributions to operating budget (6%)
- University decline in enrolment (~12%)
- Account for increases in staff salaries and benefits, utilities, Facilities Management fees, University overhead fee, construction, and furniture, fixtures, and equipment.
- Maintain contributions for other University departments (e.g., SVPR office, Student Affairs, Student Conduct, etc.)

Principles

- Maintain a cost recovery budget
- Range of price points to support different student budgets
- Maintain a level of affordability with respect to the local market and comparator universities
- Student feedback on events, renovations, internet, and other services
- Increase student support and upper year student housing options close to campus
- Maintain current service delivery levels

2025-26 Budget

	2025-26
Sales/Revenues	\$18,517,930
Expenses	
<i>Salaries and Benefits</i>	\$5,685,218
<i>Non-staff Expenses</i>	\$6,969,764
<i>Administrative Overhead</i>	\$1,334,541
<i>Occupancy and Utilities</i>	\$3,475,723
<i>Other Transfers/Contributions</i>	\$466,361
Total Expenses	\$17,931,608
Transfers to Reserve	\$586,322
Net Surplus (Deficit)	\$0

Budget Reduction Strategies

Strategy	Description	Savings
Living Learning Communities	Reduction of LLCs	\$20,000
Expenses	Other expenses	\$465,000
Projects	Reduce projects/year	\$16,000
TVOA Closure*	Eliminate expenses	\$343,000
Total		\$844,000

*Annual lease payment of \$1M is required through 2027.

Student Housing Reserve

	2025-26
Opening Balance	\$1,616,815
Forecast Contribution	\$586,322
Use in Year	\$1,503,000
Ending Balance	\$700,138

2025-26 Projects

Location	Project	Budget
LEC	ResNet Rewire & AP Upgrade	\$200K
CC	ResNet Rewire & AP Upgrade	\$200K
CC	West Curtain Walls & Windows (Continued)	\$600K
LEC	South Sanitary Piping	\$160K
LEC	South Storm Piping	\$65K
LEC	North Sanitary Piping	\$163K
LEC	North Storm Piping	\$65K
Symons	Consultation, design, architect fees for future projects	\$50K

Fee Breakdown (Gzowski)

Description	Fee
Base Room Rate	\$11,988
Technology Fee	\$350
Laundry Fee	\$80
Activity Fee	\$40
ResNet Upgrade Fee*	\$100
May 1 Extension**	\$461
Total Fee	\$13,019

*Only charged to residences with ResNet provided by University Information Technology (e.g., Traill, LEC, CC, OC, GCS)

**Calculated by the nightly room rate per room type x 8 day extension.

2025-26 Traditional Style Room Fees

Room Type	Fee Per Year	Fee Per Month	Increase Per Month
Premium Single	\$13,019	\$1,446	\$75
Single	\$10,549	\$1,172	\$18
Value Single	\$10,375	\$1,152	\$60
Double	\$9,581	\$1,064	\$55
Value Double	\$9,099	\$1,011	\$52
Triple	\$6,382	\$709	\$37
Quad	\$4,803	\$534	\$28
Durham Single*	\$11,806	1,312	\$28
Durham Double*	\$10,391	\$1,155	\$25

*Fees presented do not include an \$850 discount as part of our Durham incentives.

2025-26 Suite Style Room Fees

Room Type	Fee Per Year	Fee Per Month	Increase Per Month
Premium Single	\$11,670	\$1,296	\$67
Single	\$11,419	\$1,268	\$66
Value Single	\$10,844	\$1,205	\$62
Premium Double	\$10,698	\$1,188	\$61
Double	\$9,812	\$1,090	\$56
Value Double	\$9,318	\$1,035	\$54

2025-26 Upper-Year & Graduate Room Fees

Room Type	Fee Per Year	Fee Per Month	Increase Per Month
Premium Single	\$14,565	\$1,214	-
Single	\$12,138	\$1,011	\$30
Single Suite	\$10,037	\$836	\$16
Single in 2 Bedroom	\$7,528	\$627	\$12
House Single	\$11,232	\$936	\$26

Questions?

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